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ABSTRACT

Designed to assist both grantmaking agencies and applicants for funding, this proposal format describes and provides examples of the components of program planning and proposal writing. Each of the components is followed by a checklist. The first component clearly and concisely summarizes the request. The proposal introduction describes the agency's qualifications or "credibility." The problem statement or needs assessment documents the needs to be met or problems to be solved by the proposed funding. The objectives component establishes the "outcomes" of the activities in meeasurable terms. "Methods" describes the activities to be employed to achieve the desired results. "Evaluation" presents a plan for determining the degree to which objectives are met and methods are followed. The component headed Future or Other Necessary Funding describes a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant. Finally, the budget clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties. (MLF)

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